

Home Team TSA Rep Meet Check-List

Before Meet

- ❑ Distribute one copy of your team's roster to Scorers (to help them spell and transcribe names correctly)
- ❑ Give one copy of your team's roster to the other team's TSA Rep
- ❑ Get a copy of the other team's roster from their TSA Rep and give to the Scorers
- ❑ Distribute one copy of your Pool Records and Team Records to the Scorers (so that they can detect when new records have been set)
- ❑ If you report your meets to your local newspaper, discuss with the other team's TSA Rep whether they do the same for their local newspaper (the results only need to be entered once; reports for both papers can then be generated automatically)
- ❑ Call meeting of meet officials for 5:45
- ❑ Have all Stroke & Turn Judges meet together to discuss judging locations and jurisdictions, rotation schedule, judging standards, etc.
- ❑ Have all Place Judges, Runners and Clerks of Course meet with the Recorder to go over judging and recording procedures
- ❑ Have all Timers meet together with both teams' Head Timers to make sure everyone understands how to capture and hand off timing information for swimmers placed in the other team's lanes

At End of Meet

- ❑ Review both copies of Score Sheets, and sign them (assuming no dispute)
- ❑ When both TSA Reps have signed both Score Sheets, have Announcer announce final score
- ❑ Take one Score Sheet copy with you
- ❑ Get copy of your team's records back from the Scorers
- ❑ Get copy of the other team's records from the Scorers
- ❑ Get copy of your team's roster back from the Scorers
- ❑ Get copy of the other team's roster back from the Scorers

After Meet

- ❑ Enter meet results on www.tsanc.org within 24 hours after end of meet
- ❑ Log in to your account, click the "Results" tab and select the appropriate meet
- ❑ Enter the meet score
- ❑ Use both team rosters to double-check swimmer names for remaining tasks below
- ❑ Check the Score Sheet against the Pool Records and enter any new ones on the web site
- ❑ Check the Score Sheet against your club's Team Records and enter any new ones on the web site
- ❑ Check the Score Sheet against the other club's Team Records and enter any new ones on the web site
- ❑ Check the Score Sheet for any double winners in the two 6 & Under age groups and enter them on the web site
- ❑ Check the Score Sheet for any triple winners in the remaining age groups and enter them on the web site
- ❑ If the other team set any new Pool Records or Team Records, send a courtesy email to their TSA Rep so that they know to look for those records on the TSA web site
- ❑ If you report meet results to your local newspaper, use the NewspaperResults.xls spreadsheet (available on the TSA web site) to enter results and generate a report to mail to your paper
- ❑ If the other team reports results to a different newspaper, press the appropriate button on the spreadsheet to generate a report for them as well, and email it to their TSA Rep

Visiting Team TSA Rep Meet Check-List

Before Meet

- ❑ Give one copy of your team's roster to the other team's TSA Rep (for use by the Scorers during the meet, and by the home team's TSA Rep after the meet)
- ❑ Get a copy of the other team's roster from their TSA Rep
- ❑ Distribute one copy of your Team Records to the Scorers (so that they can detect when new records have been set)
- ❑ If you report your meets to your local newspaper, discuss with the other team's TSA Rep whether they do the same for their local newspaper (the results only need to be entered once; reports for both papers can then be generated automatically)
- ❑ If the other team doesn't report its meet results to a local newspaper but yours does, save an extra copy of your team's roster for use after the meet

At End of Meet

- ❑ Review both copies of Score Sheets, and sign them (assuming no dispute)
- ❑ Take one Score Sheet copy with you

After Meet

- ❑ Use both team rosters to double-check swimmer names for remaining tasks below
- ❑ If you report meet results to your local newspaper but the home team does not, use the NewspaperResults.xls spreadsheet (available on the TSA web site) to enter results and generate a report to mail to your paper